

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

FINANCIAL REPORT WITH  
SUPPLEMENTARY INFORMATION

Year Ended March 31, 2006

## AUDITING PROCEDURES REPORT

Issue under P.A. 2 of 1968, as amended. Filing is mandatory.

<b>Local Government Type</b> <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		<b>Local Government Name</b> Township of White Oak	<b>County</b> Ingham
<b>Audit Date</b> March 31, 2006	<b>Opinion Date</b> August 24, 2006	<b>Date Accountant Report Submitted to State:</b> August 24, 2006	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- |   |  |
|---|--|
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.  |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).   |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).   |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.  |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).  |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 6. The local unit has been delinquent distributing tax revenues that were collected for another taxing unit.   |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during they year). |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).  |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).   |

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	X		
Reports on individual federal financial assistance programs (program audits).			X
Single Audit Reports (ASLGU).			X

<b>Certified Public Accountant (Firm Name)</b> Campbell, Kusterer & Co., P.C.			
<b>Street Address</b> 512 N. Lincoln, Suite 100, P.O. Box 686		<b>City</b> Bay City	<b>State</b> MI
<b>Accountant Signature</b> <i>Campbell, Kusterer &amp; Co., P.C.</i>		<b>Zip</b> 48707	

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

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# CAMPBELL, KUSTERER & CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

MARK J. CAMPBELL, CPA  
KENNETH P. KUSTERER, CPA

512 N. LINCOLN AVE. - SUITE 100  
P.O. BOX 686  
BAY CITY, MICHIGAN 48707

TEL (989) 894-1040  
FAX (989) 894-5494

## INDEPENDENT AUDITOR'S REPORT

August 24, 2006

To the Township Board  
Township of White Oak  
Ingham County, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of Township of White Oak, Ingham County, Michigan as of and for the year ended March 31, 2006, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Township of White Oak's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Township of White Oak, Ingham County, Michigan as of March 31, 2006, and the respective changes in financial position thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1, the Township has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, as of April 1, 2005.

The Management's Discussion and Analysis and budgetary comparison information listed in the table of contents are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the Township's basic financial statements. The other supporting information described in the accompanying table of contents is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied by us in the audit of the basic financial statements and, in our opinion, it is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Campbell, Kusterer & Co., P.C.*  
CAMPBELL, KUSTERER & CO., P.C.  
Certified Public Accountants

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the year ended March 31, 2006

The Management's Discussion and Analysis report of the Township of White Oak covers the Township's financial performance during the year ended March 31, 2006.

FINANCIAL HIGHLIGHTS

Our financial status remained stable over the last year. Net assets at March 31, 2006, totaled \$321,442.38 for governmental activities. Overall total capital assets increased due to the purchase of playground equipment.

Overall revenues were \$172,443.59. Governmental activities had a \$16,674.12 increase in net assets.

We did not incur any new debt.

OVERVIEW OF FINANCIAL STATEMENTS

This annual report consists of three parts, management's discussion and analysis, the basic financial statements and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Township and the notes to the financial statements.

The first two statements are entity-wide financial statements and provide both long and short-term information about our overall financial status. These statements present governmental activities.

The remaining statements are fund financial statements, which focus on individual parts of the Township in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

ENTITY-WIDE FINANCIAL STATEMENTS

The entity-wide statements report information about the Township as a whole using accounting methods used by private companies. The statement of net assets includes all of the Township's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two entity-wide statements report net assets and how they have changed. Net assets are the difference between the entity's assets and liabilities and this is one method to measure the entity's financial health or position.

Over time increases/decreases in the entity's net assets are an indicator of whether financial position is improving or deteriorating.

To assess overall health of the entity you may also have to consider additional factors such as tax base changes, facility conditions and personnel changes.

All of the activities of the Township are reported as governmental activities. This includes the General Fund, Public Improvement Fund, and the Park Fund.

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the year ended March 31, 2006

FUND FINANCIAL STATEMENTS

The fund financial statements provide more detailed information about the Township's funds, focusing on significant (major) funds not the Township as a whole. Funds are used to account for specific activities or funding sources. Some funds are required by law or bond covenants. The Township Board also may create them. Funds are established to account for funding and spending of specific financial resources and to show proper expenditures of those resources.

The Township has the following types of funds:

Governmental funds: All of the Township's activities are included in the governmental category. These funds are presented on the modified accrual basis, which is designed to show short-term financial information. You will note that the differences between the Township's entity-wide statements and the fund statements are disclosed in reconciling statements to explain the differences between them. The Township's governmental activities include the General Fund, Public improvement Fund, and the Park Fund.

FINANCIAL ANALYSIS OF THE TOWNSHIP AS A WHOLE

Our cash position in the governmental activities remains stable.

FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS

The General Fund pays for all of the Township's governmental services. The most significant are Fire Protection which incurred expenses of \$27,150.34 and building and grounds which incurred expenses of \$23,030.15.

CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

The Township's governmental activities invested \$9,120.73 in capital assets this year.

The Township has no debt at this time.

KNOWN FACTORS AFFECTING FUTURE OPERATIONS

The future of state revenue sharing is very clouded and it represents a significant portion of our income.

CONTACTING THE TOWNSHIP'S MANAGEMENT

This financial report is designed to provide our taxpayers, creditors, investors and customers with a general overview of the Township's finances and to demonstrate the Township's accountability for the revenues it receives. If you have any questions concerning this report please contact the Township Treasurer, Mary Joan McArthur (517) 851-8764 or the Township Clerk, Leela A. Vernon (517) 851-8666.

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

GOVERNMENT-WIDE STATEMENT OF NET ASSETS  
March 31, 2006

	<u>Governmental Activities</u>
ASSETS:	
CURRENT ASSETS:	
Cash in bank	276 879 79
Taxes receivable	<u>4 822 88</u>
Total Current Assets	<u>281 702 67</u>
NON-CURRENT ASSETS:	
Capital Assets	126 870 97
Less: Accumulated Depreciation	<u>(87 131 26)</u>
Total Non-current Assets	<u>39 739 71</u>
TOTAL ASSETS	<u><u>321 442 38</u></u>
LIABILITIES AND NET ASSETS:	
LIABILITIES:	
CURRENT LIABILITIES:	
Accounts payable	<u>-</u>
Total Current Liabilities	<u>-</u>
NON-CURRENT LIABILITIES	<u>-</u>
Total Non-current Liabilities	<u>-</u>
Total liabilities	<u>-</u>
NET ASSETS:	
Invested in Capital Assets, Net of Related Debt	39 739 71
Unrestricted	<u>281 702 67</u>
Total Net Assets	<u>321 442 38</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>321 442 38</u></u>

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

GOVERNMENT-WIDE STATEMENT OF ACTIVITIES  
Year ended March 31, 2006

	<u>Expenses</u>	<u>Program Revenue</u>	<u>Governmental Activities Net (Expense) Revenue and Changes in Net Assets</u>
<b>FUNCTIONS/PROGRAMS</b>			
Governmental Activities:			
Legislative	3 598 36	-	(3 598 36)
General government	83 411 25	18 261 39	(65 149 86)
Public safety	46 899 38	20 828 83	(26 070 55)
Public works	13 053 75	-	(13 053 75)
Culture and recreation	3 671 34	-	(3 671 34)
Other	5 135 39	-	(5 135 39)
Total Governmental Activities	<u>155 769 47</u>	<u>39 090 22</u>	<u>(116 679 25)</u>
General Revenues:			
Property taxes			39 032 23
State revenue sharing			81 953 55
Interest			5 792 14
Miscellaneous			<u>6 575 45</u>
Total General Revenues			<u>133 353 37</u>
Change in net assets			16 674 12
Net assets, beginning of year			<u>304 768 26</u>
Net Assets, End of Year			<u>321 442 38</u>

The accompanying notes are an integral part of these financial statements.



TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

BALANCE SHEET – GOVERNMENTAL FUNDS

March 31, 2006

	<u>General</u>	<u>Public Improvement</u>	<u>Other Funds</u>	<u>Total</u>
<u>Assets</u>				
Cash in bank	216 551 36	53 416 84	5 919 50	275 887 70
Taxes receivable	4 822 88	-	-	4 822 88
Due from other funds	<u>992 09</u>	<u>-</u>	<u>-</u>	<u>992 09</u>
Total Assets	<u>222 366 33</u>	<u>52 416 84</u>	<u>5 919 50</u>	<u>281 702 67</u>
<u>Liabilities and Fund Equity</u>				
Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund equity:				
Fund balances:				
Unreserved:				
Undesignated	<u>222 366 33</u>	<u>53 416 84</u>	<u>5 919 50</u>	<u>281 702 67</u>
Total fund equity	<u>222 366 33</u>	<u>53 416 84</u>	<u>5 919 50</u>	<u>281 702 67</u>
Total Liabilities and Fund Equity	<u>222 366 33</u>	<u>53 416 84</u>	<u>5 919 50</u>	<u>281 702 67</u>

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET ASSETS  
March 31, 2006

TOTAL FUND BALANCES – GOVERNMENTAL FUNDS	281 702 67
Amounts reported for governmental activities in the statement of net assets are different because –	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheet:	
Capital assets at cost	126 870 97
Accumulated depreciation	<u>(87 131 26)</u>
TOTAL NET ASSETS – GOVERNMENTAL ACTIVITIES	<u>321 442 38</u>

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUNDS BALANCES-  
GOVERNMENTAL FUNDS  
Year ended March 31, 2006

	General	Public Improvement	Other Funds	Total
Revenues:				
Property taxes	39 032 23	-	-	39 032 23
Licenses and permits	20 828 83	-	-	20 828 83
State revenue sharing	81 953 55	-	-	81 953 55
Charges for services - PTAF	16 154 88	-	-	16 154 88
Charges for services - other	2 106 51	-	-	2 106 51
Interest	4 287 61	1 427 46	77 07	5 792 14
Miscellaneous	1 444 15	-	5 131 30	6 575 45
Total revenues	165 807 76	1 427 46	5 208 37	172 443 59
Expenditures:				
Legislative				
Township Board	3 598 36	-	-	3 598 36
General government:				
Supervisor	6 587 72	-	-	6 587 72
Elections	2 062 64	-	-	2 062 64
Assessor	8 628 04	-	-	8 628 04
Clerk	13 882 83	-	-	13 882 83
Board of Review	390 00	-	-	390 00
Treasurer	13 390 07	-	-	13 390 07
Building and grounds	23 030 15	-	-	23 030 15
Cemetery	220 00	-	-	220 00
Unallocated	11 900 69	-	-	11 900 69
Public safety:				
Fire protection	27 150 34	-	-	27 150 34
Ambulance	5 505 00	-	-	5 505 00
Protective inspection	10 216 75	-	-	10 216 75
Planning and zoning	4 027 29	-	-	4 027 29
Public works:				
Drains	6 671 55	-	-	6 671 55
Sanitation	6 058 00	-	-	6 058 00
Culture and recreation:				
Parks and recreation	-	-	2 865 30	2 865 30
Other:				
Insurance	5 135 39	-	-	5 135 39
Capital outlay	-	-	9 120 73	9 120 73
Total expenditures	148 454 82	-	11 986 03	160 440 85
Excess (deficiency) of revenues over expenditures	17 352 94	1 427 46	(6 777 66)	12 002 74
Other financing sources (uses):				
Operating transfers in	-	2 000 00	5 000 00	7 000 00
Operating transfers out	(7 000 00)	-	-	(7 000 00)
Total other financing sources (uses)	(7 000 00)	2 000 00	5 000 00	-
Excess (deficiency) of revenues and other sources over expenditures and other uses	10 352 94	3 427 46	(1 777 66)	12 002 74

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUNDS BALANCES-  
GOVERNMENTAL FUNDS  
Year ended March 31, 2006

	<u>General</u>	<u>Improvement</u>	<u>Other Funds</u>	<u>Total</u>
Fund balances, April 1	<u>212 013 39</u>	<u>49 989 38</u>	<u>7 697 16</u>	<u>269 699 93</u>
Fund Balances, March 31	<u><u>222 366 33</u></u>	<u><u>53 416 84</u></u>	<u><u>5 919 50</u></u>	<u><u>281 702 67</u></u>

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
Year ended March 31, 2006

NET CHANGE IN FUND BALANCES – TOTAL GOVERNMENTAL FUNDS 12 002 74

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures; in the Statement of Activities,  
these costs are allocated over their estimated useful lives as depreciation

Depreciation Expense	(4 449 35)
Capital Outlay	<u>9 120 73</u>

CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES 16 674 12

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

NOTES TO FINANCIAL STATEMENTS

March 31, 2006

Note 1 – Summary of Significant Accounting Policies

The accounting policies of the Township of White Oak, Ingham County, Michigan, conform to generally accepted accounting principles as applicable to governmental units.

Reporting Entity

The financial statements of the Township contain all the Township funds that are controlled by or dependent on the Township's executive or legislative branches.

The reporting entity is the Township of White Oak. The Township is governed by an elected Township Board. As required by generally accepted accounting principles, these financial statements present the Township as the primary government.

Government-Wide and Fund Financial Statements

The government-wide financial statements, (the Statement of Net Assets and the Statement of Changes in Net Assets) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All the Township's government-wide activities are considered governmental activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes, intergovernmental payments and other items not properly included among program revenues are reported as general revenue.

Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. When an expense is incurred for purposes for which both restricted and unrestricted net assets are available, restricted resources are applied first.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

NOTES TO FINANCIAL STATEMENTS

March 31, 2006

Note 1 – Summary of Significant Accounting Policies (continued)

Governmental Funds

General Fund

This fund is used to account for all financial transactions except those required to be accounted for in another fund. The fund includes the general operating expenditures of the local unit. Revenues are derived primarily from property taxes, state and federal distributions, grants, and other intergovernmental revenues.

Special Revenue Fund

This fund is used to account for specific governmental revenues requiring separate accounting because of legal or regulatory provisions or administrative action.

Fiduciary Fund

The Current Tax Collection Fund and the Agency Fund are used to account for assets held as an agent for others.

Assets, Liabilities and Net Assets or Equity

Bank deposits and investments – Cash and cash equivalent investments include cash on hand, demand deposits, certificates of deposit and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

Receivables

Receivables have been recognized for all significant amounts due to the Township. Allowances for uncollectible accounts have not been provided for in that collection is not considered doubtful and any uncollected amount would be immaterial.

Inventories

Inventories of supplies are considered to be immaterial and are not recorded.

Property Taxes

Property taxes and other revenue that are both measurable and available for use to finance operations are recorded as revenue when earned.

Properties are assessed as of December 31 and the related property taxes become a lien on December 1 of the following year. These taxes are due on February 14 with the final collection date of February 28 before they are added to the county tax rolls. The 2005 tax roll millage rate was .8736 mills, and the taxable value was \$44,684,018.00.

Encumbrances

Encumbrances involving the current recognition of purchase orders, contracts and other commitments for future expenditures are not recorded.

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

NOTES TO FINANCIAL STATEMENTS

March 31, 2006

Note 1 – Summary of Significant Accounting Policies (continued)

Capital Assets

Capital assets are defined by the Township as assets with an initial cost of more than \$1,000.00 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings	10-50 years
Equipment	3-25 years

Compensated Absences (Vacation and Sick Leave)

Employees are not allowed to accumulate vacation and sick pay.

Post-employment Benefits

The Township provides no post-employment benefits to past employees.

Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

Accounting Change

Effective April 1, 2005, the Township implemented the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* (GASB No. 34). Changes to the Township's financial statements as a result of GASB No. 34 are as follows:

A Management's Discussion and Analysis (MD&A) section providing analysis of the Township's overall financial position and results of operations has been included.

Government-wide financial statements (Statement of Net Assets and Statement of Activities) prepared using the full accrual accounting for all the Township's activities have been provided.

Capital assets in the governmental activities column of the Statement of Net Assets include net assets totaling \$39,739.71.

Note 2 – Budgets and Budgetary Accounting

The following procedures are followed in establishing the budgetary data reflected in these financial statements:

1. Prior to the beginning of the fiscal year, the proposed budget for each budgetary fund is submitted to the Township Board for consideration.
2. The proposed budgets include expenditures as well as the methods of financing them.



TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2006

Note 2 – Budgets and Budgetary Accounting (continued)

3. Public hearings are held to obtain taxpayer comments.
4. The budgets are adopted at the activity level by a majority vote of the Township Board.
5. The budgets are adopted on the modified accrual basis of accounting.
6. The originally adopted budgets can be amended during the year only by a majority vote of the Township Board.
7. The adopted budgets are used as a management control device during the year for all budgetary funds.
8. Budget appropriations lapse at the end of each fiscal year.
9. The budgeted amounts shown in these financial statements are the originally adopted budgets with all amendments that were approved by the Township Board during the fiscal year.

Note 3 – Deposits and Investments

Michigan Compiled Laws, Section 129.91, authorizes the Township to deposit and invest in the accounts of federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or federal agency obligation repurchase agreements; banker's acceptance of United States banks; commercial paper rated within the two highest classifications, which mature not more than 270 days after the date purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan.

The Township Board has designated one bank for the deposit of Township funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in all investments authorized by state law as listed above.

The Township's deposits and investments are in accordance with statutory authority.

The Governmental Accounting Standards Board Statement No. 3, risk disclosures for the cash deposits are as follows:

	<u>Carrying Amounts</u>
Total Deposits	<u>278 427 13</u>

Amounts in the bank balances are without considering deposits in transit or uncleared checks.

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2006

Note 3 – Deposits and Investments (continued)

	<u>Bank Balances</u>
Insured (FDIC)	100 412 76
Uninsured and Uncollateralized	<u>188 542 17</u>
Total Deposits	<u>288 954 93</u>

The Township of White Oak did not have any investments as of March 31, 2006.

Note 4 – Capital Assets

Capital asset activity of the Township's Governmental activities for the current year was as follows:

	<u>Balance 4/1/05</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 3/31/06</u>
<u>Governmental Activities:</u>				
Land	13 780 00	9 120 73	-	22 900 73
Buildings	62 618 90	-	-	62 618 90
Equipment	<u>41 351 34</u>	<u>-</u>	<u>-</u>	<u>41 351 34</u>
Total	117 750 24	9 120 73	-	126 870 97
Accumulated Depreciation	<u>(82 681 91)</u>	<u>(4 449 35)</u>	<u>-</u>	<u>(87 131 26)</u>
Net Capital Assets	<u>35 068 33</u>	<u>4 671 38</u>	<u>-</u>	<u>39 739 71</u>

Note 5 – Pension Plan

The Township does not have a pension plan.

Note 6 – Deferred Compensation Plan

The Township does not have a deferred compensation plan.

Note 7 – Risk Management

The Township is exposed to various risks of loss related to property loss, torts, errors, omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for property loss, torts and workers' compensation claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

Note 8 – Building Permits

As of March 31, 2006, the Township had building permit revenues of \$20,828.83 and building permit expenses of \$10,216.75.

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

NOTES TO FINANCIAL STATEMENTS

March 31, 2006

Note 9 – Interfund Receivables and Payables

The amounts of interfund receivables and payables are as follows:

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Fund</u>	<u>Interfund Payable</u>
General	<u>992 09</u>	Current Tax Collection	<u>992 09</u>
Total	<u>992 09</u>	Total	<u>992 09</u>

Note 10 – Transfers In and Transfers Out

For the fiscal year ended, March 31, 2006, the Township made the following interfund transfers:

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Fund</u>	<u>Interfund Payable</u>
Park	5 000 00	General	5 000 00
Public Improvement	<u>2 000 00</u>	General	<u>2 000 00</u>
Total	<u>7 000 00</u>	Total	<u>7 000 00</u>

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

BUDGETARY COMPARISON SCHEDULE – GENERAL FUND

Year ended March 31, 2006

	Original Budget	Final Budget	Actual	Variance with Final Budget Over (Under)
Revenues:				
Property taxes	30 122 75	30 122 75	39 032 23	8 909 48
Licenses and permits	20 000 00	20 000 00	20 828 83	828 83
State revenue sharing	79 000 00	79 000 00	81 953 55	2 953 55
Charges for services	-	-	16 154 88	16 154 88
Charges for services - other	-	-	2 106 51	2 106 51
Interest	2 500 00	2 500 00	4 287 61	1 787 61
Miscellaneous	-	-	1 444 15	1 444 15
Total revenues	<u>131 622 75</u>	<u>131 622 75</u>	<u>165 807 76</u>	<u>34 185 01</u>
Expenditures:				
Legislative:				
Township Board	3 500 00	3 675 00	3 598 36	(76 64)
General government:				
Supervisor	6 587 71	6 587 72	6 587 72	-
Elections	2 000 00	2 100 00	2 062 64	(37 36)
Assessor	9 100 00	9 100 00	8 628 04	(471 96)
Clerk	15 329 53	15 434 53	13 882 83	(1 551 70)
Board of Review	1 000 00	1 000 00	390 00	(610 00)
Treasurer	15 879 53	15 879 53	13 390 07	(2 489 46)
Building and grounds	19 300 00	23 455 00	23 030 15	(424 85)
Cemetery	800 00	800 00	220 00	(580 00)
Unallocated	25 200 00	23 215 00	11 900 69	(11 314 31)
Public safety:				
Fire protection	35 000 00	35 000 00	27 150 34	(7 849 66)
Ambulance	-	6 000 00	5 505 00	(495 00)
Protective inspection	9 400 00	10 501 00	10 216 75	(284 25)
Planning and zoning	7 000 00	7 000 00	4 027 29	(2 972 71)
Public works:				
Highways and streets	22 200 00	22 200 00	-	(22 200 00)
Drains at large	10 000 00	10 000 00	6 671 55	(3 328 45)
Sanitation	5 000 00	6 060 00	6 058 00	(2 00)
Other:				
Insurance	6 500 00	6 500 00	5 135 39	(1 364 61)
Capital outlay	<u>5 000 00</u>	<u>5 632 00</u>	<u>-</u>	<u>(5 632 00)</u>
Total expenditures	<u>198 796 77</u>	<u>210 139 78</u>	<u>148 454 82</u>	<u>(61 684 96)</u>
Excess (deficiency) of revenues over expenditures	(67 174 02)	(78 517 03)	17 352 94	95 869 97
Other financing sources (uses):				
Operating transfers out	<u>(7 000 00)</u>	<u>(7 000 00)</u>	<u>(7 000 00)</u>	<u>-</u>
Total other financing sources (uses)	<u>(7 000 00)</u>	<u>(7 000 00)</u>	<u>(7 000 00)</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	(74 174 02)	(85 517 03)	10 352 94	95 869 97

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

BUDGETARY COMPARISON SCHEDULE – GENERAL FUND

Year ended March 31, 2006

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Over (Under)</u>
Fund balance, April 1	<u>213 820 18</u>	<u>213 820 18</u>	<u>212 013 39</u>	<u>(1 806 79)</u>
Fund Balance, March 31	<u>139 646 16</u>	<u>128 303 15</u>	<u>222 366 33</u>	<u>94 068 18</u>

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

BUDGETARY COMPARISON SCHEDULE – PUBLIC IMPROVEMENT FUND  
Year ended March 31, 2006

	Original Budget	Final Budget	Actual	Variance with Final Budget Over (Under)
Revenues:				
Interest	<u>1 224 79</u>	<u>1 224 79</u>	<u>1 427 46</u>	<u>202 67</u>
Total revenues	<u>1 224 79</u>	<u>1 224 79</u>	<u>1 427 46</u>	<u>202 67</u>
Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	1 224 79	1 224 79	1 427 46	202 67
Other financing sources (uses):				
Operating transfers out	<u>2 000 00</u>	<u>2 000 00</u>	<u>2 000 00</u>	<u>-</u>
Total other financing sources (uses)	<u>2 000 00</u>	<u>2 000 00</u>	<u>2 000 00</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	3 224 79	3 224 79	3 427 46	202 67
Fund balance, April 1	<u>50 088 67</u>	<u>50 088 67</u>	<u>49 989 38</u>	<u>(99 29)</u>
Fund Balance, March 31	<u><u>53 313 46</u></u>	<u><u>53 313 46</u></u>	<u><u>53 416 84</u></u>	<u><u>103 38</u></u>

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

GENERAL FUND EXPENDITURES BY DETAILED ACCOUNT  
Year ended March 31, 2006

Township Board:	
Salaries	3 425 28
Miscellaneous	173 08
	<u>3 598 36</u>
Supervisor:	
Salary	<u>6 587 72</u>
Elections:	<u>2 062 64</u>
Assessor:	
Salary	7 776 16
Supplies	851 88
	<u>8 628 04</u>
Clerk:	
Salary – Clerk	10 979 52
Salary – Deputy Clerk	2 032 25
Supplies	771 06
Mileage	100 00
	<u>13 882 83</u>
Board of Review:	
Per diem	<u>390 00</u>
Treasurer:	
Salary – Treasurer	10 979 52
Salary – Deputy Treasurer	129 25
Miscellaneous	2 281 30
	<u>13 390 07</u>
Building and grounds:	
Salary	855 45
Supplies	581 95
Utilities	3 778 84
Repairs and maintenance	15 060 10
Mowing	2 753 81
	<u>23 030 15</u>
Cemetery:	
Repairs and maintenance	<u>220 00</u>
Unallocated:	
Memberships and dues	960 87
Social security	4 413 11
Legal fees	4 014 10
Miscellaneous	2 512 61
	<u>11 900 69</u>
Fire protection:	
Contracted services	27 150 34
Ambulance	<u>5 505 00</u>
Protective inspection	<u>10 216 75</u>
Planning and zoning	<u>4 027 29</u>

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

GENERAL FUND EXPENDITURES BY DETAILED ACCOUNT  
Year ended March 31, 2006

Drains at large	<u>6 671 55</u>
Sanitation:	
Contracted services	<u>6 058 00</u>
Insurance	<u>5 135 39</u>
Total Expenditures	<u><u>148 454 82</u></u>



TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

COMBINING BALANCE SHEET – ALL SPECIAL REVENUE FUNDS  
March 31, 2006

	<u>Park</u>	<u>Public Improvement</u>	<u>Total</u>
<u>Assets</u>			
Cash in bank	<u>5 919 50</u>	<u>53 416 84</u>	<u>59 336 34</u>
Total Assets	<u>5 919 50</u>	<u>53 416 84</u>	<u>59 336 34</u>
<u>Fund Balances</u>			
Fund balances:			
Unreserved:			
Undesignated	<u>5 919 50</u>	<u>53 416 84</u>	<u>59 336 34</u>
Total Fund Balances	<u>5 919 50</u>	<u>53 416 84</u>	<u>59 336 34</u>

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES – ALL SPECIAL REVENUE FUNDS  
Year Ended March 31, 2006

	<u>Park</u>	<u>Public Improvement</u>	<u>Total</u>
Revenues:			
Interest	77 07	1 427 46	1 504 53
Miscellaneous	<u>5 131 30</u>	<u>-</u>	<u>5 131 30</u>
Total revenues	<u>5 208 37</u>	<u>1 427 46</u>	<u>6 635 83</u>
Expenditures:			
Parks and recreation	2 865 30		2 865 30
Capital outlay	<u>9 120 73</u>	<u>-</u>	<u>9 120 73</u>
Total expenditures	<u>11 986 03</u>	<u>-</u>	<u>11 986 03</u>
Excess (deficiency) of revenues over expenditures	(6 777 66)	1 427 46	(5 350 20)
Other financing sources (uses):			
Operating transfers in	<u>5 000 00</u>	<u>2 000 00</u>	<u>7 000 00</u>
Excess of revenues and other sources over expenditures	(1 777 66)	3 427 46	1 649 80
Fund balances, April 1	<u>7 697 16</u>	<u>49 989 38</u>	<u>57 686 54</u>
Fund Balances, March 31	<u>5 919 50</u>	<u>53 416 84</u>	<u>59 336 34</u>

TOWNSHIP OF WHITE OAK  
Ingham County, Michigan

COMBINING STATEMENT OF CHANGES IN ASSETS  
AND LIABILITIES – ALL AGENCY FUNDS  
Year ended March 31, 2006

	Balance 4/1/05	Additions	Deductions	Balance 3/31/06
<u>Assets</u>				
Cash in Bank	902 66	1 569 091 36	1 568 911 31	1 082 71
<u>Liabilities</u>				
Due to other funds	902 66	53 531 95	53 442 52	992 09
Due to others	-	1 515 559 41	1 515 468 79	90 62
Total Liabilities	902 66	1 569 091 36	1 568 911 31	1 082 71
<u>AGENCY FUND</u>				
<u>Assets</u>				
Cash in Bank	-	15 396 26	13 939 54	1 456 72
<u>Liabilities</u>				
Due to Others	-	15 396 26	13 939 54	1 456 72
<u>TOTALS – ALL AGENCY FUNDS</u>				
<u>Assets</u>				
Cash in Bank	902 66	1 584 487 62	1 582 850 85	2 539 43
<u>Liabilities</u>				
Due to other funds	902 66	53 531 95	53 442 52	992 09
Due to others	-	1 530 955 67	1 529 408 33	1 547 34
Total Liabilities	902 66	1 584 487 62	1 582 850 85	2 539 43

# **CAMPBELL, KUSTERER & CO., P.C.**

**CERTIFIED PUBLIC ACCOUNTANTS**

MARK J. CAMPBELL, CPA  
KENNETH P. KUSTERER, CPA

512 N. LINCOLN AVE. - SUITE 100  
P.O. BOX 686  
BAY CITY, MICHIGAN 48707

TEL (989) 894-1040  
FAX (989) 894-5494

## **AUDIT COMMUNICATION AND REPORT OF COMMENTS AND RECOMMENDATIONS**

August 24, 2006

To the Township Board  
Township of White Oak  
Ingham County, Michigan

We have audited the financial statements of the Township of White Oak for the year ended March 31, 2006. As required by auditing standards generally accepted in the United States, the independent auditor is required to make several communications to the governing body having oversight responsibility for the audit. The purpose of this communication is to provide you with additional information regarding the scope and results of our audit that may assist you with your oversight responsibilities of the financial reporting process for which management is responsible.

### **AUDITOR'S RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES**

We conducted our audit of the financial statements of the Township of White Oak in accordance with auditing standards generally accepted in the United States. The following paragraph explains our responsibilities under those standards.

Management has the responsibility for adopting sound accounting policies, for maintaining an adequate and effective system of accounts, for the safeguarding of assets, and for devising an internal control structure that will, among other things, help assure the proper recording of transactions. The transactions that should be reflected in the accounts and in the financial statements are matters within the direct knowledge and control of management. Our knowledge of such transactions is limited to that acquired through our audit. Accordingly, the fairness of representations made through the financial statements is an implicit and integral part of management's accounts and records. However, our responsibility for the financial statements is confined to the expression of an opinion on them. The financial statements remain the responsibility of management.

The concept of materiality is inherent in the work of an independent auditor. An auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than those items of lesser importance or those in which the possibility of material error is remote.

For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

An independent auditor's objective in an audit is to obtain sufficient competent evidential matter to provide a reasonable basis for forming an opinion on the financial statements. In doing so, the auditor must work within economic limits; the opinion, to be economically useful, must be formed within a reasonable length of time and at reasonable cost. That is why an auditor's work is based on selected tests rather than an attempt to verify all transactions. Since evidence is examined on a test basis only, an audit provides only reasonable assurance, rather than absolute assurance, that financial statements are free of material misstatement. Thus, there is a risk that audited financial statements may contain undiscovered material errors or fraud. The existence of that risk is implicit in the phrase in the audit report, "in our opinion."

To the Township Board  
Township of White Oak  
Ingham County, Michigan

In the audit process, we gain an understanding of the internal control structure of an entity for the purpose of assisting in determining the nature, timing, and extent of audit testing. Our understanding is obtained by inquiry of management, testing transactions, and observation and review of documents and records. The amount of work done is not sufficient to provide a basis for an opinion on the adequacy of the internal control structure.

### **SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies are described in Note 1 to the financial statements.

### **OTHER COMMUNICATIONS**

Auditing standards call for us to inform you of other significant issues such as, but not limited to, 1) Accounting estimates that are particularly sensitive because of their significance to the financial statements or because of the possibility that future events affecting them may differ markedly from management's current judgments; 2) Significant audit adjustments that may not have been detected except through the auditing procedures we performed; 3) Disagreements with management regarding the scope of the audit or application of accounting principles; 4) Consultation with other accountants; 5) Major issues discussed with management prior to retention; and 6) Difficulties encountered in performing the audit.

We have no significant issues, regarding these matters, to report to you at this time. Audit adjustments were minimal, and are available to review.

### **GASB 34 IMPLEMENTATION**

The Governmental Accounting Standards Board issued a new reporting model for governmental units which was required to be implemented for the fiscal year ended March 31, 2006. The implementation of this pronouncement for the Township of White Oak began with the year ended March 31, 2006. The daily operations and recording transactions did not change significantly, however, the Township is required to maintain additional records for the year end adjustments to the final presentation format.

### **COMMENTS AND RECOMMENDATION REGARDING INTERNAL CONTROLS/ COMPLIANCE/ EFFICIENCY**

Our procedures disclosed the following conditions that we would like to bring to your attention:

#### **SEGREGATION OF DUTIES**

A separation of duties between persons who authorize transactions and persons who have control over the related assets does not always exist.

The least desirable accounting system is one in which an employee is responsible for executing the transaction and then recording the transaction from its origin to its ultimate posting in the General Ledger. This increases the likelihood that intentional or unintentional errors will go undetected. In most cases, adequate segregation of duties substantially increases control over errors without duplication of effort.

We understand that due to the size of needed staff, a proper segregation of duties may be impractical and the "cost to benefit" relationship may not justify the addition of accounting staff to accomplish the desired segregation.

These conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our audit of the Township's financial statements and this communication of these matters does not affect our report on the Township's financial statements, dated March 31, 2006.

To the Township Board  
Township of White Oak  
Ingham County, Michigan

SUMMARY

We welcome any questions you may have regarding the foregoing comments and we would be happy to discuss any of these or other questions that you might have at your convenience.

Sincerely,

*Campbell, Kusterer & Co., P.C.*  
CAMPBELL, KUSTERER & CO., P.C.  
Certified Public Accountants